

INFORMATION

USAID/General Notice  
M/AS/IRD  
10/16/98

SUBJECT: The Automated Directives System (ADS)

Purpose

This notice is the first in a series of monthly notices on the Automated Directives System (ADS). The monthly notices will describe the various components of the ADS, give tips on using the system, and provide a listing of policy notices issued since the last quarterly ADS update.

What is the ADS?

The ADS sets forth the Agency's policies and essential procedures, as well as supplementary informational references. It contains five functional series, interim policy updates, valid USAID Handbook chapters, a resource library, and a glossary.

The *functional series* consist of ADS chapters that have been written in a standardized format. The five functional series are as follows:

Series 100	Organization and Executive Management
Series 200	USAID Program Assistance
Series 300	Acquisition and Assistance Agreements
Series 400	Personnel
Series 500	Management Services

The *Interim Updates* are USAID/General Policy notices that are not yet in the standardized format. Over time, the Interim Updates will be incorporated into the appropriate functional series.

The *USAID Handbook Series* provides the few Handbook chapters that are still valid, as well as a cross reference between the Handbooks and chapters in the functional series.

The *Resource Library* contains the Mandatory and Supplementary References. Mandatory References are the Government's regulations and other material that the Agency must follow. Supplementary References, such as how-to guides and some Contract Information Bulletins (CIBs), provide helpful information pertaining to the policies and procedures.

The *Glossary* defines terms found in the functional series.

How Do I Access the ADS?

There are potentially two ways to access the complete ADS, depending on whether you are located in USAID/Washington or in the field. Access may be obtained by:

1. the ADS compact disk (CD) via the CD Server icon (located on Network Applications I on an individual's desk-top computer for personnel in

Washington);

2. the ADS CD via a CD-ROM reader (available in all USAID/Missions as well as in Washington).

Components of the ADS may also be accessed via the Intranet and the Internet. These sites currently do not contain the valid handbook chapters and some interim updates. In addition, the Internet does not have Series 400, Personnel. Both sites will eventually include the entire ADS. USAID/General Policy Notices are placed on the websites either as Interim Updates or as a new or revised ADS chapter (replacing the old chapter, if any), usually within 72 hours of their issuance. Therefore, the ADS websites will reflect policy updates sooner than the ADS CD. Access may be obtained by:

1. the Intranet (at [www.usaid.gov](http://www.usaid.gov), and then click on "ADS" under "Info. Services");

2. the Internet (at [www.info.usaid.gov](http://www.info.usaid.gov), under "Publications", and then click on "ADS: Automated Directives System--Formerly the USAID handbooks").

How often is the ADS updated?

The ADS is updated quarterly via a CD. The latest version of the ADS CD (formerly known as DRCD) is No. 11. USAID/General Policy Notices are used to revise the ADS between quarterly updates. Some of these policy changes are controlled by USAID, but others are the result of legislative requirements, Executive Orders, or other outside sources. In either case, policy revisions normally can not wait until the next CD. These notices are distributed as attachments via e-mail from the Notice Sender mailbox. All Agency personnel have access to General Policy Notices virtually simultaneously and are responsible for reading and following the new policies.

The following USAID/General Policy Notices have been issued since CD No. 11:

NOTICE NAME	DATE	SUBJECT
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May 1998

CIN #54	05/01/98	Motorcycle Parking Policy
0504	05/04/98	Business Cards for Official Use
0525	05/25/98	Issuance of ADS Chapter 303, Grants and Cooperative Agreements to Non-Governmental Organizations

0526	05/25/98	Issuance of Ads Chapters 307, 310, And 312
0533	05/28/98	FY 1998 USAID Guidance for Controlling and Tracking Funds between MACS and AWACS

June 1998

0634	06/18/98	Notice and Cable to all Principal Officers at Overseas Posts and in Washington.
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Guide.not	06/22/98	Guidelines for Expanded Assistance Authority for Mission Directors
0638	06/22/98	Guidelines for Expanded Assistance Authority for Mission Directors
0650	06/30/98	Issuance of Revised ADS Chapter 540, USAID Development Experience Information and Reference Services

July 1998

0709	07/07/98	Guidelines for Financial Audits Contracted by Foreign Recipients (July 1998)
0722	07/16/98	USAID Business Class Travel Policy
0726	07/20/98	Encouraging Employee Participation in Volunteer Activities

August 1998

0809	08/05/98	Increasing Vehicle Seat Belt Use
0812	08/07/98	Automated Directives System: Chapter 591, Financial Audits of USAID Contractors, Grantees and Host Government Recipients
0826	08/13/98	ADS 536, Use and Control of Official Vehicles

September 1998

EXEMSG.10	09/29/98	Operating under a Continuing Resolution
0906	09/09/98	Issuance of Revised ADS Chapter 201.5.16, Results Review and Resource Request
0911	09/29/98	Automated Directives System: Issuance of Chapter 590, Audit
0925	09/21/98	ADS 577, Financial Management Aspects of Temporary Duty Travel (TDY)
0926	09/22/98	Scheduling New or Updating Electronic Information Systems
0927	09/22/98	Increase Privately Owned Vehicle (POV) Mileage Reimbursement Rate
0929	09/23/98	CORRECTION: Policy Notice on "Scheduling New or Updating Electronic Information Systems"

October 1998

EXEMSG.05	10/13/98	Operating under a Continuing Resolution
EXEMSG.08	10/15/98	Operating under a Continuing Resolution

Electronic copies of these policy notices may be obtained by sending an E-mail to Notice Mailbox@M.AS.IRD@AIDW.

CIBs issued since CD No. 11 are on the OP webpage (at [www.info.usaid.gov/procurement\\_bus\\_opp/procurement/cib](http://www.info.usaid.gov/procurement_bus_opp/procurement/cib)) and are available from M/OP/P, (202) 712-0610. Earlier CIBs are available in the Resource Library

and on the OP webpage.

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